

**MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION
OVERBOARD DISCHARGE REMOVAL GRANT PROGRAM**

Individual Property Owner Grant Application Package
(This package contains only the grant application.)

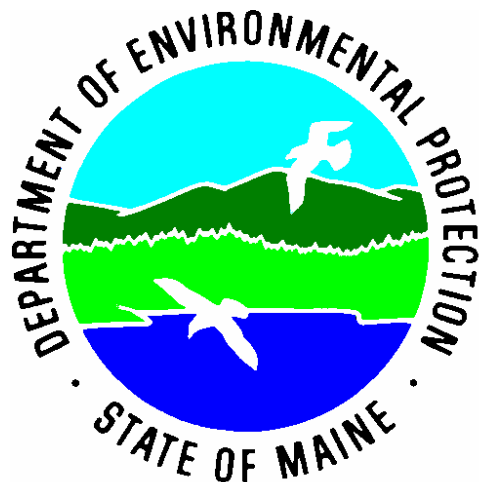


TABLE OF CONTENTS

Cover Sheet.....1

Instructions for completing the Grant Application.....2

Grant Application Form.....4

New Vendor Form5

Frequently Asked Questions.....6

Revised January, 2004

INSTRUCTIONS FOR COMPLETING THE OBD GRANT APPLICATION

A complete OBD Grant Application contains the following:

A completed application form

A completed New Vendor

A copy of the deed showing the names of all the owners(not required for 25% grant)

A copy of the tax documents for all the owners(not required for 25% grant)

Completing the Grant Application Form

1. APPLICANT INFORMATION

Please provide the name, tax id number (social security or employer ID number), mailing address, telephone, and e-mail address if available of the grant applicant(s). All correspondence and the payment will be made to the applicant. Provide the Maine DEP discharge license number, town location of the OBD, and name(s) of the holders of the discharge license.

Please also check off the appropriate project type, if known:

Priority 1 Shellfish or Water Quality - The discharge will be removed from an area certified as a shellfish area by the Maine Department of Marine Resources or the Local Shellfish Committee, or because the overboard discharge is causing a public nuisance as defined by the rules in Chapter 594.

Priority 2 Property Transfer – The discharge is being removed because a technologically proven alternative has been found during a property transfer as required by 38 MRSA §413.

Priority 3 Voluntary Removal – The discharge is being voluntarily replaced with a cost effective alternative disposal method, in an area not included in Priority 1.

Priority 1 projects will received a grant commitment prior to construction if funds are available. Priority 2 and 3 projects will be reimbursed from funds available at the end of the year.

2. PROPERTY INFORMATION

Include a copy of the deed for the property showing all the owners. Also include the address, book/page number of the recorded deed, and tax map/lot number from the town tax maps.

3. INCOME INFORMATION

Include copies of the appropriate income tax forms for the use of the property for all the owners. For residences, either year round or seasonal, include the **taxable income** line from form 1040. For commercial property, use gross profit from the business return. For Rental Property, use Gross Rents on the appropriate return. The enclosed “Frequently Asked Questions” contains further information on which tax forms are needed. Include a summary showing the total income of all the owners and check the appropriate level on the application. Income information is not required if applying for 25% grant.

5. CERTIFICATION OF THE APPLICANT

The name, title, date, signature (and power of attorney or authority to file affidavit, if applicable) must be included.

INSTRUCTIONS FOR COMPLETING THE NEW VENDOR FORM

It is assumed that all OBD individual applicants are new vendors for the purposes of payment. If you already have a vendor account with the State of Maine for payment purposes, then please supply this information.

1. Use the left side of the form for the Name, Address, City, State, and zip.
2. Enter the appropriate tax id number. For individuals, this is the social security number. For businesses with employees it is the employer ID number.
3. Enter yes for the vendor type.
4. Sign and date the form.

SEND THE COMPLETE APPLICATION TO

Richard A. Green, P.E.

ME Dept of Environmental Protection

17 State House Station

Augusta, ME 04333-0017

Phone (207)287-7765

FAX (207)287-7191

email: richard.a.green@maine.gov

Please include with the completed application:

- ☐ Completed Application Form
- ☐ Copy of Deed
- ☐ Copy of Tax Return
- ☐ Completed "New Vendor Form"



GRANT APPLICATION & OWNER AGREEMENT

MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION
17 STATE HOUSE STATION AUGUSTA, MAINE 04333

OVERBOARD DISCHARGE REMOVAL GRANT PROGRAM

APPLICANT INFORMATION

APPLICANT NAME(GRANT RECIPIENT)

TAX ID NUMBER(SS OR EID)

MAILING ADDRESS

TELEPHONE#

EMAIL ADDRESS

OBD LICENSE NUMBER

TOWN

NAMES ON LICENSE

PROJECT TYPE: ☐ SHELLFISH OR WATER QUALITY ☐ VOLUNTARY ☐ PROPERTY TRANSFER

PROPERTY INFORMATION

NAME(S) ON DEED

PROPERTY ADDRESS

BOOK/PAGE(ATTACH COPY OF DEED):

TAX MAP/ LOT NUMBER

INCOME INFORMATION

GRANT APPLIED FOR	ANNUAL INCOME	*MAXIMUM GRANT %
<input type="checkbox"/>	0-\$24,999	100%
<input type="checkbox"/>	\$25,000-\$50,000	90%
<input type="checkbox"/>	\$50,001-\$75,000	50%
<input type="checkbox"/>	\$75,001-\$100,000	35%
<input type="checkbox"/>	GREATER THAN \$100,000	25%

CERTIFICATION OF APPLICANT

I certify that the information provided herein is true and accurate to the best of my knowledge. I agree to follow the rules of the Overboard Discharge Grant Program and provide evidence of compliance with the rules. I understand that grant reimbursement is subject to availability of grant funds and may not be available when requested,

I further understand that the Department of Environmental Protection does not guarantee the quality or performance of the project. I agree to maintain the replacement system according to the standards recommended for the type of system that I have, including pumping out the septic tank every three years.

PRINTED NAME AND TITLE(ATTACH POWER OF ATTORNEY OR AUTHORITY TO FILE)

SIGNATURE

DATE

- ☐ NEW VENDOR
☐ CHANGE REQUEST
☐ MULTI ADDRESS

STATE OF MAINE
NEW VENDOR/VENDOR UPDATE



NAME/ADDRESS (NEW ADDRESS IF CHANGE)	(OLD ADDRESS IF CHANGE)
Name	
Address	
City, State, and Zip code	

Individual or sole proprietor

Social Security Number									

ACCT. NUMBER	
CONTACT NAME	

TAX I.D. NO.

or

Corporation

Employer Identification Number									

CONTACT PHONE	
ACCT. REC. CONTACT	

COMMENT: _____

VENDOR DESCRIPTION - ENTER Y (YES) FOR ALL THAT APPLY

DEALER	_____	INDIVIDUAL	_____	SMALL	_____
MANUFACTURER	_____	SOLE PROPRIETOR	_____	IN-STATE	_____
JOBBER	_____	PARTNERSHIP	_____	SERVICES (NON-MED)	_____
RETAILER	_____	INCORPORATED	_____	MEDICAL SERVICES	_____
FACTORY REP	_____	COMMODITY	_____	GOVERNMENT ENTITY	_____
		MINORITY	_____	NON-PROFIT CORP.	_____

Submitted By: _____ Date _____
AUTHORIZED VENDOR'S SIGNATURE

Title: _____

BUREAU OF ACCOUNTS AND CONTROL USE ONLY

VENDOR CODE _____ 1099 _____

MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION
Overboard Discharge Removal Grant Program
Frequently Asked Questions

Topics:

- **What is an Overboard Discharge?**
- **My Overboard Discharge works fine. Why do I need to remove it?**
- **Who can apply for an Overboard Discharge Removal grant?**
- **What funding is available for other types of wastewater projects?**
- **How do I apply for an OBD Grant**
- **How much will the grant pay to remove my OBD?**
- **How do I determine what my income is?**
- **What additional steps do I follow to remove my OBD?**
- **When will I receive my grant payment?**
- **Will the State guarantee my grant payment?**

What is an Overboard Discharge?

An Overboard Discharge (OBD) is a small wastewater treatment plant, which purifies and disinfects sewage from homes, businesses, schools, and institutions and discharges the treated effluent to a surface waterbody. All discharges of wastewater are required to be treated and are regulated by the Maine Department of Environmental Protection. OBDs differ from other types of wastewater treatment plants such as municipal or industrial facilities because they are smaller and are not monitored as closely. OBDs can legally discharge wastewater to receiving water if they have a valid discharge license from the DEP. Untreated discharges are illegal and are not eligible to receive grant assistance under the OBD program, although they may qualify for DEP's Small Community Grant Program.

My Overboard Discharge works fine. Why do I need to remove it?

Overboard discharges were originally developed as an alternative for wastewater disposal on sites that did not have a public sewer and were not suitable for septic systems. They were always considered to be a "last resort" but were allowed in areas that had enough water to dilute them. Although the treated wastewater was of high quality, it still contained traces of pollutants and disease causing microorganisms. Changes in national sanitation laws made during the 1980s caused large areas of the coast to be closed to shellfishing simply because the large numbers of OBDs represented a potential threat to health. New overboard discharges were banned by the state and the Overboard Discharge Grant Program was created in an attempt to open shellfish areas and eliminate nuisance conditions. In 2003 the legislature amended the OBD laws further and required their removal if a technologically proven alternative could be found. This legislation is anticipated to result in the removal of most, but not all OBDs.

Who can apply for an Overboard Discharge Removal grant?

A municipality (a city or town government) or a sanitary or sewer district may apply for and be awarded a grant to remove some or all of the overboard discharges within their jurisdiction. Individual owners of overboard discharges may also apply directly for a removal grant, although individuals can only be reimbursed after the work is complete and all bills paid. Grants can only

be awarded if the project plans are approved by the Department of Environmental Protection before the project is constructed.

What funding is available for other types of wastewater projects?

The Maine Department of Environmental Protection also administers the Small Community Grant Program, which can help replace malfunctioning septic systems, and the State Revolving Loan Program, which provides low interest loans to towns that want to upgrade wastewater facilities. Except for the overboard discharge grant program, the DEP can't provide grants or loans directly to privately owned projects. The USDA 504 loan program, and certain programs through the local Community Action Agency may provide funding directly to property owners if they are eligible.

How do I apply for an OBD Grant?

Overboard discharge grant application packages are available by request through the DEP from Richard Green, Maine Department of Environmental Protection, 17 State House Station, Augusta, ME 04333, (207)287-7765, email richard.a.green@maine.gov. The completed application consists of a one page application form accompanied by a copy of the deed showing the property owners and copies of tax forms showing the previous year's income of the owners. The application will be acknowledged by the Department with a letter of acceptance or denial. The acceptance letter will show the grant percentage that is approved for the project.

How much will the grant pay to remove my OBD?

The law change of 2003 changed the percentage that the grant will pay. The previous law specified a percentage based on the use of the property. The new law funds all OBD removals based on income, according to the following chart:

ANNUAL INCOME	GRANT PERCENTAGE
\$0 TO \$24,999	100%
\$25,000 TO \$50,000	90%
\$50,001 TO \$75,000	50%
\$75,001 TO \$100,000	35%
\$100,001 OR MORE	25%

For a publicly owned overboard discharge facility, 50% to a maximum of \$150,000.

"Annual income" means the sum of all the property owner's federal taxable income for the previous year for single family dwellings, gross profits for the previous year for commercial establishments and gross rents for the previous year for rental properties, as listed on the relevant federal income tax returns.

The grant will only pay for the minimum work necessary to replace the OBD. Costs such as excessive landscaping or additional work not required by the state plumbing code are not eligible and must be kept separate.

How do I determine what my income is?

The taxable income, gross profit income, or total rents reported for all the property owners are added together to determine annual income. The following are some tax form line numbers to use for 2002:

Taxable Income		Gross Profit		Gross Rents	
Form	Line Number	Form	Line Number	Form	Line Number
1040	41	Schedule C	5	1120	6
1040a	27	Schedule C-EZ	1	Schedule E	3
1040EZ	6	1120	3		

What additional steps do I follow to remove my OBD?

The grant application contains a project checklist showing additional steps, in their usual order, that must be followed. The application also contains additional paperwork that must be completed, once approval is received from the department, in order to complete the removal process and be eligible for repayment.

When will I receive my grant payment?

Projects that are administered through the town will require that the OBD owner pay their share of the costs and the town will receive and pay the state share. Projects that are administered directly by property owners will not receive payment until the work is complete and the contractor certifies that he has been paid.

Will the State guarantee my grant payment?

Projects that are administered through the town will receive a grant commitment from the state prior to proceeding with the project. Once grant funding is committed, the payment is guaranteed as long as the proper procedures are followed. Projects not administered through the town may receive a grant commitment if funding is available and the project is a high priority (Priority 1). Other projects will be approved but will not be guaranteed funds immediately, although they will be put on a waiting list and receive reimbursement as funds become available.

What priorities are used for the grant program?

The grant program priorities, from highest to lowest, are:

Priority 1 Shellfish or Water Quality - The discharge will be removed from an area certified as a shellfish area by the Maine Department of Marine Resources or the Local Shellfish Committee, or because the overboard discharge is causing a public nuisance as defined by the rules in Chapter 594.

Priority 2 Property Transfer – The discharge is being removed because a technologically proven alternative has been found during a property transfer as required by 38 MRSA §413.

Priority 3 Voluntary Removal – The discharge is being voluntarily replaced with a cost effective alternative disposal method, in an area not included in Priority 1.

Priority 1 projects will received a grant commitment prior to construction if funds are available.
Priority 2 and 3 projects will be reimbursed from funds available at the end of the year.

Priority 2 projects are required by law to be done whether grant funding is immediately available or not.